



Temporary Staffing Services

Request for Proposal

No. 21-80111600-RFP

Addendum No. 3 Q&A

Contained herein are the answers to the questions submitted to the Department of Management Services (Department). The Department hereby amends Request for Proposals (RFP) No. 21-80111600-RFP as noted within this addendum. In the event of a conflict between previously released information and the information contained herein, the information herein shall control. The information included in this addendum is now made part of this solicitation.

FAILURE TO FILE A PROTEST WITHIN THE TIME PRESCRIBED IN SECTION 120.57(3), FLORIDA STATUTES, OR FAILURE TO POST THE BOND OR OTHER SECURITY REQUIRED BY LAW WITHIN THE TIME ALLOWED FOR FILING A BOND SHALL CONSTITUTE A WAIVER OF PROCEEDINGS UNDER CHAPTER 120, FLORIDA STATUTES.

Any protest must be timely filed with the Department’s Agency Clerk.

Please Note: This addendum does not need to be returned with the response.

Section 1:

No.	Question	Answer
1.	<p>My company is preparing our response to the subject solicitation; however, we have the following question:</p> <p>Attachment A, sections 8 & 9 appears to be missing the following Categories. Please advise:</p> <ul style="list-style-type: none"> - Other Public Sector Non-Profits - Federal - Private Sector Categories 	<p>The categories included in Sections 8 and 9 of Attachment A, Experience and Personnel Proposal Instructions and Evaluation Criteria, are complete.</p>
2.	<p>Good day, It seems when downloading the files, it reverts to downloading the same file called "Attachment B". I cannot download the other files needed, as they don't come up. Can you please review the portal. thank you.</p>	<p>For help with the MFMP Sourcing application, please contact the MFMP Customer Service Desk at 1-866-352-3776 or email vendorhelp@myfloridamarketplace.com.</p>
3.	<p>Are you only looking for MSP vendors to submit response, or can a staffing firm qualify?</p>	<p>The Department is seeking a vendor that can provide MSP services. See RFP Subsection 1.1, Objective, Contract Exhibit A, Statement of Work, Section 1, Scope of Services.</p>
4.	<p>Is there local preference to award to FL vendor?</p>	<p>No.</p>
5.	<p>We are an out of state small business, minority woman owned company, do we qualify to submit response?</p>	<p>Respondents must meet the requirements and certify their compliance with the requirements in Section 4.1.1, Mandatory Requirement Questions.</p>
6.	<p>Who are incumbents of this contract?</p>	<p>There is no incumbent vendor. The Department does not currently have a State Term Contract for temporary staffing services.</p>
7.	<p>Please provide bid tabulation and proposal information from previous incumbents?</p>	<p>There is no incumbent vendor. The Department does not currently have a State Term Contract for temporary staffing services.</p>
8.	<p>Please clarify - start of due date to submit is 3/3/2021, and vendors have until 3/17/2021 to complete their submission?</p>	<p>Please refer to modifications to RFP Subsection 1.2, Timeline of Events, below, for the Proposal due date and</p>

		continue to monitor the VBS for any possible changes to the timeline.
9.	Is it a requirement that the selected vendor is a diverse owned business?	No.
10.	Is staffing / MSP experience with the State of Florida preferred?	No.
11.	Is staffing / MSP experience with the government at the state level preferred?	No.
12.	Will all State of Florida departments buy through this contingent program?	Section 287.056(1), Florida Statutes, provides, in relevant part, that, "Agencies shall, and eligible users may, purchase...contractual services from...state term contracts..."
13.	Is the expectation that the MSP provides a VMS, or are you expecting all requisitions / bids to flow through the "My Florida Marketplace" portal or another tool?	See Contract Exhibit A, Statement of Work, Section 4, Management System Requirements.
14.	Is it a requirement to have experience placing all level 1 jobs?	Respondents will be evaluated according to Attachment A, Experience and Personnel Proposal Instructions and Evaluation Criteria, and Attachment B, Technical Proposal Instructions and Evaluation Criteria.
15.	I am in receipt of the invitation to participate in the aforementioned RFP. In reviewing the documents I am not quite sure of the location of where the temps will be working. Did I miss an exhibit? Are all of the staff going to be working in Tallahassee or throughout the state? Any insight you can offer would be greatly appreciated.	See RFP Section 1.1, Objective, and Contract Exhibit A, revised Section 1, Scope of Services, below.
16.	How many employees currently work under this contract?	The Department does not currently have a contract for these services.
17.	Who are the present vendors?	The Department does not currently have a contract for these services.
18.	How many vendors will be awarded as a result of this solicitation?	See RFP Section 1, Introduction, and RFP Subsection 5.2, Basis of Award.
19.	What are the current billable hourly rates?	The Department does not currently have a contract for these services.
20.	How much was spent (dollar value) on this service last year?	See RFP Section 1, Introduction.
21.	How much is intended to be spent (dollar value) once the contract is awarded?	See RFP Section 1, Introduction.
22.	Is there a Prevailing/Living wage requirement associated with this project?	No, see modifications to Contract Exhibit A, Statement of Work, Section 22, Minimum Wage and Mandatory Health and Welfare Benefits, below.
23.	Are additional points awarded to firms who are or have Minority Business Enterprise (MBE) partners?	No.
24.	Is this bid solely for MSP participation? Can others who are not MSP, but can provide staff, participate?	See RFP Subsection 1.1, Objective, and Contract Exhibit A, Statement of Work, Section 1, Scope of Work.
25.	We are not MSP but would like to provide our services under this contract. Can we participate as a subcontractor to an MSP on this bid?	This will be at the discretion of the awarded vendor.
26.	If the answer is no, can we obtain a list of the plan holders/vendors who have expressed interest in this bid.	The Department does not have a list at this time.
27.	RFP Document, Section 1 Document reference medical spend but no spend information is provided. Can you provide average headcount for medical category?	The Department does not have this information.
28.	RFP Document, Section 1 Is project-based, or SOW services spend in scope of program, or just temporary/contingent staffing?	See RFP Section 1, Introduction. See Contract Exhibit A, Statement of Work, Section 1, Scope of Services.

29.	RFP Document, Section 1 Is there an incumbent MSP solution? If so, what VMS is utilized today?	No, there is no incumbent MSP solution.
30.	RFP Document, Section 1 Does the State of Florida seek to source a VMS on its own, or prefer the MSP solution bring a VMS solution with it as part of its proposed solution?	The Department is seeking a vendor to provide a VMS solution as part of its proposed solution that meets the requirements outlined in Contract Exhibit A, Statement of Work.
31.	RFP Document, Section 1 Is it the intention of the State of Florida that the selected MSP provider will engage existing incumbent suppliers to participate in the program going forward? Is there a list of such suppliers available to MSP bidders for review?	There are no existing incumbent suppliers.
32.	RFP Document 1.2 Refers to a contract start date of 6/1/21. Does this represent when you want implementation to start, or the program to be launched?	The intent is for implementation and launch to begin post award, which may be prior to the anticipated Contract start date or after depending on timeline.
33.	RFP Document 5.1.3 Document refers to "renewal term". Does this mean an extension to the original assignment duration? Is there a minimum time line that must be met before the "renewal term" kicks in (EX: after one year on assignment), or could renewal kick in after a shorter interval (EX: initial term was one month, and then project is extended or renewed for another two weeks)?	See Attachment D, Draft Contract, Section I, Initial Contract Term, and Section II, Renewal Term. See also Contract Exhibit B, Special Contract Condition, Section 2, Contract Term and Termination.
34.	Attachment A, Question 2: "Provide the number of years providing temporary administrative, industrial, and medical staffing services." Is the State of Florida asking about the number of years the provider has in delivering these services as part of the MSP program or as a primary staffing vendor itself, exclusive of MSP programs?	Question 2 is referencing the number of years providing temporary administrative, industrial, and medical staffing services as an MSP or direct staffing supplier.
35.	Attachment A, Question 3: "Provide the total number and location of representatives currently employed by your company in the State of Florida." Is the State of Florida seeking to know the number of internal employees of the MSP provider or the number of contracted workers placed as a result of the MSP program?	The number and location of personnel employed by your company in support of the MSP program. This does not include Contingent Staff.
36.	Attachment B, Section 3.b.ii Question asks about ERP integrations. What ERP systems does the State of Florida use that it would seek integrations, and for what purposes?	The Customers may have varying ERP systems, and the MSP would need to propose a solution that accommodates multiple types of ERP systems.
37.	Attachment C, Is the current rate card available for review to bidders for review?	The Department does not currently have a contract for these services.
38.	Attachment C The document focuses on bill rates and markups for job titles and descriptions, but does not seem to provide a section for the pricing of MSP services itself. Should MSP related fees (including VMS fees) be factored into the markups and subsequent bill rates presented in this document?	Please see Contract Exhibit A, Statement of Work, Subsection 2.9, Mark-Up Rate.
39.	Attachment E The document asks for the form to be completed for "all subcontractors that will provide services to the Respondant". Does the State of Florida seek the staffing suppliers who would operate under the program management of the bidding and selected MSP, or subcontractors who would be engaged to deliver MSP related program management services (EX: a VMS or direct sourcing partner)?	Please see Attachment E, Subcontracting (Revised), below.
40.	Attachment E One of the core tasks and benefits of an MSP is selecting a competitive subcontractor base to optimize staffing efforts. In some cases, the MSP rationalizes the existing subcontractor base to leverage process efficiencies and drive cost savings. In other cases, the MSP seeks to source and introduce new subcontractors for similar reasons. A discover effort is conducted as part of implementation to determine the optimal subcontracting base, Because of that, not all subcontractors will be know during the RFP stage. How will this affect completion of the form or the MSP's ability	Please see Contract Exhibit A, Statement of Work, Subsection 12.5.

	to streamline the program through these initiatives, which take place as part of program implementation?	
41.	Exhibit A, 3.6 States that requirements should be released at the same time to all Subcontractors. Is the State of Florida open to the concept of tiered supplier engagement structures, which would establish a scenario, for example, where tier 1 suppliers receive requirements immediately, and tier 2 suppliers receive them after XX business hours?	No. Request must be released at the same time to all Subcontractors to ensure open and fair competition.
42.	Exhibit A, 3.14 Identifies Contractor being responsible for all payroll activities of contingent workers placed with the State of Florida. If the worker is employed by a subcontractor, it would be the responsibility of that agency to maintain such records and fulfill responsibilities for their workers. Will the State of Florida accept the MSP to hold audit rights with all subcontractors to ensure such standards are met?	Please see modifications to Contract Exhibit A, Statement of Work, Subsection 3, Contractor Responsibilities, below.
43.	Exhibit A, Section 23.1 What are the current levels of negative turnover, as described in #5 Staff Performance? Does this refer to contingent workers, or just the program team staff of the MSP?	The Department does not have this information. See Contract Exhibit A, Statement of Work, Section 3.1, for additional information about the turnover rate referenced in Contract Exhibit A, Statement of Work, Section 23.1.
44.	Exhibit B, 5.2 What are current diversity goals and achievement levels? What data points does the State of Florida wish to capture around diversity?	See Contract Exhibit B, Special Contract Conditions, Section 4.5 Diversity for information about diversity requirements.
45.	Is this RFP for a software solution to manage temporary staff, to provide temporary staff, or both?	This RFP is for a software solution to manage temporary staff and to provide temporary staff.
46.	My organization has one clarification question regarding RFP No. 21-80111600 (Temporary Staffing Services). We understand we can not alter Attachment C or create our own Cost Proposal. However, will the State allow us to submit a pricing methodology document that explains our solution, which utilizes current Market Rate Intelligence to competitively source talent?	Yes, however the document will not be scored during the evaluation process or considered for award.
47.	Sylvain Analytics, Inc (SAI) would like to submit the following question for the Temporary Staffing Services (RFP21-80111600) opportunity. Thank you Is this a new requirement or is there an incumbent company in place?	This will be a new contract.
48.	Are you looking to fill all 187 positions? If not, how many positions were filled with the incumbent contract?	While pricing is required for all Level One Job Titles, it is unknown which Level One Job Titles will be utilized by the Customers throughout the life of the Contract. There is no incumbent vendor.
49.	What was the value of the incumbent contract?	See RFP Section 1, Introduction.
50.	How many past performance are required for this Request for Proposal?	This question is unclear.
51.	Do Part One, Part Two, and Part three of the proposal have page limits?	No.
52.	Can you provide the current billing hours for the current incumbent employees?	There is no incumbent vendor.
53.	Sylvain Analytics, Inc (SAI) would like to submit one addition question for the Temporary Staffing Services (RFP21-80111600) opportunity. Thank you What is the period of performance?	See Attachment D, Draft Contract. Section I, Initial Contract Term, and Section II, Renewal Term. See also Contract Exhibit B, Special Contract Condition, Section 2, Contract Term and Termination.
54.	Can we submit our response during the preview period? If not, when will be the RFP open for submission and what will be the due date?	Please see Subsection 1.2, Timeline of Events, for the date on which

		Respondents may begin submitting Proposals and the date on which Proposals are due.
55.	What ERP system are you currently using? Do you plan to continue to use the same ERP system?	The Department does not have this information. The Customers may have varying ERP systems. The use of ERP systems is up to the Customers.
56.	In addition to the ERP, are there any other systems (i.e. HRMS/HRIS) that require or may require integration with the Management System/VMS technology?	The Department does not have this information. The Customers may have varying other systems. The use of other systems is up to the Customers.
57.	Regarding the SLA on candidate retention of 8%, do positive temporary assignment exits like worker conversion count against overall retention targets, or does the 8% only apply to negative turnover (e.g., temporary worker quits, assignment termination due to poor performance, attendance, issues, etc.)?	The SLA addresses the number of position turnovers due to inadequate performance. Please see Contract Exhibit A, Statement of Work, Subsection 23.1 (5), Staff Performance.
58.	Contract Exhibit B 7.4 Performance Bond: when will the Department determine if a performance bond will be required? What will the amount be for the performance bond?	The Department does not intend to require a performance bond at this time.
59.	Contract Exhibit B 11.2.2: In the past, has the Department retained 10% of the total invoice amount for performance deficiencies?	The requested information is not available.
60.	Contract Exhibit A State of Work 3.1: In the last three years, what is the percentage of negative turnover for contingent staff?	The requested information does not exist, as the Department did not previously have a state term contract for these services
61.	Contract Exhibit A 3.13: Does the department pay for Affordable healthcare cost as a separate line item or is it included in the markup?	There are no separate line items. All costs must be included in the Mark-Up Rate. See modifications to Contract Exhibit A, Statement of Work, Section 22, Minimum Wage, Living Wage, and Mandatory Health and Welfare Benefits, below.
62.	Contract Exhibit A 3.13: Can you please describe an appropriate Fringe benefit program? Does the Department require PTO, sick and holiday pay?	Please see modification to Contract Exhibit A, Statement of Work, Section 3.13, below.
63.	Does the Department have the appropriate internal resources available for discovery and implementation of an MSP/VMS program?	This question is unclear.
64.	Does the State of Florida require respondents to complete Attachments A & B within the documents provided? Or can the questions be completed on separate documents formatted by respondents?	Respondent should submit an Experience and Personnel Proposal that provides all of the information required by Attachment A, Experience and Personnel Proposal Instructions and Evaluation Criteria, and Respondent should submit a detailed Technical Proposal that provides all of the information required by Attachment B, Technical Proposal Instructions and Evaluation Criteria. The form is not required, but please clearly mark them as Attachment A and Attachment B.
65.	Can you please clarify how you would like vendors to submit the mandatory requirement questions in the online portal? It appears that vendors can't reply to the questions in the portal. Will this feature become accesible closer to the proposal submission date?	This feature will become accessible on the date the solicitation opens in MFMP Sourcing, as specified in in the Timeline of Events.
66.	Will the State provide an Excel version for Attachment C for vendors to submit?	An Excel version is available in the MFMP Sourcing tool.
67.	Some of the "2019 Hourly Wage (DEO), Entry" are below current and future Florida State Minimum Wage Laws. How is the respondent to	Please see modification to Contract Exhibit A, Statement of Work, Section

	account for this in pricing, given that pay rates are not to exceed the DEO Hourly Wage rates posted?	22, Minimum Wage, Living Wage, and Mandatory Health and Welfare Benefits, below.
68.	Is the MSP expected to include their fee for the delivery of MSP Service and MS Technology as a component of their Mark-Up or should MSP/MS fees be allocated separately?	Please see Contract Exhibit A, Statement of Work, Subsection 2.9, Mark-Up Rate.
69.	Is the MSP expected to deliver services through a subcontractor network or via the MSP's own recruiters?	See Contract Exhibit A, Statement of Work, Section 12.2.
70.	Can a Contractor utilize experience from their subcontractor network in response to questions as a part of this RFP or should all responses only reflect the experience and personnel of the MSP?	Respondents are expected to respond to the requirements as written in Attachment A, Experience and Personnel Proposal Instructions and Evaluation Criteria.
71.	The State requires a breakout of Statutory Rate amounts be included in/on the invoices. The subcontractor (the employer of the contracted resources) is the only entity that will have access to statutory cost information, not the MSP. In addition, each subcontractor has different statutory costs per contracted resources, and Statutory Costs (i.e. FUTA, SUTA, FICA, Workers Comp., ACA, etc.) change throughout the calendar year by resource. If a respondent can't meet this requirement, will their proposal response be rejected?	Please see modifications to Contract Exhibit A, Statement of Work, Section 3, Contract Responsibilities, Subsection 3.15, below.
72.	The State requires a breakout of Statutory Rate amounts be included in/on the invoices. If a respondent can't provide statutory cost information on an invoice, but can provide in reporting, will this meet the requirement?	Please see modifications to Contract Exhibit A, Statement of Work, Section 3, Contract Responsibilities, Subsection 3.15, below.
73.	The State has asked for the MS to be a Software as a Service (SaaS) product. Considering that a SaaS product is being required what documentation is required to be submitted to ensure that the SaaS product, and hosting (PaaS & IaaS) satisfies FL Cloud Security requirements?	Please see modifications to Contract Exhibit A, Statement of Work, Section 4, Management System Requirements, Subsection 4.8, below.
74.	The State is requiring a mobile application for Customers. To clarify, the State wants a mobile application and not a mobile version of the MS website?	Please see modification to Contract Exhibit A, Statement of Work, Section 4, Management System Requirements, Subsection 4.9.1i., below.
75.	In the required mobile application, given that the application will contain PII and PHI, is the State requiring the encryption for data in transit and at rest?	Please see modification to Contract Exhibit A, Statement of Work, Section 4, Management System Requirements, Subsection 4.9.1i., below.
76.	In the mobile application, must the mobile application meet all of the applicable State cyber security policies?	Please see modification to Contract Exhibit A, Statement of Work, Section 4, Management System Requirements, Subsection 4.9.1i., below.
77.	How will DMS verify compliance to cyber security for the Respondent's mobile application?	Please see modification to Contract Exhibit A, Statement of Work, Section 4, Management System Requirements, Subsection 4.9.1i., below.
78.	According to this section, the State requires the Contractor to pay for up to 16 hours of training in the event the State (at State's sole discretion) believes the training is required. Can the State modify this section to reflect that such training is only required for skills that were a part of the original requisition, so vendors are not required to pay for training for skills that they did not fairly anticipate being required.	See modifications to Contract Exhibit A, Statement of Work, Section 6, Training, below.
79.	The State asks for how a vendor will satisfy Reporting in Section 23 of the SOW. Section 23 refers to SLA's, section 24 of the SOW is titled Reporting. Does the State require the vendor to respond to section 23, section 24 of the SOW or both?	Both.

80.	The section title indicates the Cost Proposal has “1,970 points available.” The text below indicates “respondent shall be awarded up to 1,700 points.” Can the State please clarify the maximum number of cost proposal points available?	Please see Attachment C, Cost Proposal (Revised), and modifications to RFP Subsection 5.1.3, Cost Proposal, below.
81.	The State requires the MS to provide a MS with a “mobile app” for customers, does that app need to be available for Contingent Staff to enter time as well?	No. Please see modification to Contract Exhibit A, Statement of Work, Section 4, Management System Requirements, Subsection 4.9.1., below.
82.	<p>The State’s process for adjusting wage calculations does not satisfy the need to keep up with Florida’s minimum wage laws. The State does not allow for increases in excess of 3% regardless of the changes is DEO rates. Florida Minimum wage requires the following changes between 2021 and 2026:</p> <ul style="list-style-type: none"> • \$10.00 on September 30, 2021; (~16.8% increase over pre 2021) • \$11.00 on September 30, 2022; (~10% increase over 2021) • \$12.00 on September 30, 2023; (~9% increase over 2022) • \$13.00 on September 30, 2024; (~8.3% increase over 2023) • \$14.00 on September 30, 2025; and (~7.7% increase over 2024) • \$15.00 on September 30, 2026. (~7.1% increase over 2025) <p>These changes represent increases of between 7.1% and 16.8% all during the course of this contract. Will DMS commit to increasing all pay rates to comply with the current FL minimum wage requirements and subsequent increases on September 30th of each year?</p>	Please see modification to Contract Exhibit A, Statement of Work, Section 22, Minimum Wage, Living Wage, and Mandatory Health and Welfare Benefits, below.
83.	With approximately 45% of existing contracted resources with pay rates billing above the “2019 Hourly Wage (DEO), Entry”, is DMS indicating that these current contracted resources will be required to take a reduction in their pay rate when the contract goes into effect?	The awarded MSP will be governed by the rates established by Attachment C, Cost Proposal.
84.	With approximately 45% of existing contracted resources with pay rates billing above the “2019 Hourly Wage (DEO), Entry”, is DMS indicating that these current contracted resources will be required to be replaced with new contracted resources when the contract goes into effect?	The awarded MSP will be governed by the rates established by Attachment C, Cost Proposal.
85.	Given that this is a State Term Contract, will the State allow other contracting vehicles to be used (ACS’s) for the services offered under this contract?	No. Please refer to section 287.056(1), Florida Statutes.
86.	Given that the State’s answers to these questions will greatly impact a Respondent’s ability to respond, will the State extend the due date to 30 days after Q&A responses are made available?	See modifications to RFP Section 1, Introduction, Subsection 1.2, Timeline of Events.
87.	Do Invoices need to be submitted through MFMP?	Invoices will be submitted to Customers via the Management System, in accordance with the modified Subsection 2.8, below, and Subsection 3.15 of Contract Exhibit A, Statement of Work.
88.	DMS states the Contractor must utilize a Management System to process requisitions that is accessible through the internet. To fulfill the requirements set forth in this RFP, the MS must process, transmit and store PII, PHI and possibly PCI. Is DMS requiring that the MS meet all applicable State cyber security policies? If so, how will DMS verify that the contractors MS meets the states policies?	Please see modifications to Contract Exhibit A, Statement of Work, Section 4, Management System Requirements, Subsection 4.8, below.
89.	Considering the fact that the State holds the exclusive right for the modification of the Mark-Up due to statutory rate increases, is the State willing to provide the contractors the opportunity to terminate the contract in the event the State is unwilling to provide an increase in Mark-Up to support changes in the State mandated statutory costs?	No. See modifications to Contract Exhibit A, Statement of Work, Section 22, Minimum Wage, Living Wage, and Mandatory Health and Welfare Benefits, below.

90.	Given that the Contractor is required to deliver services through subcontractors and is unable to directly control the resources assigned, will the state move the following sections from section 3 Contractor Responsibilities to Section 12 Subcontractor Management to reflect the fact that the contractors role is to ensure that the subcontractors meet the obligations for: 3.1 – Recruiting, Hiring & Terminating Employees 3.3 – Recruiting Compliance 3.10 – Employee Relationship (pay) 3.11 – Employee Relationship (benefits) 3.14 – Employer wage and hour compliance	No. See modifications to Contract Exhibit A, Statement of Work, Section 3, Contractors Responsibilities, below.
91.	Section 4.2 requires 30 days' notice of any planned outage, update, upgrade, and maintenance schedules for the MS. This is not possible while also meeting the State's cyber security policy requirements. Is it DMS's intent for the Contractor to comply with the terms of Section 4.2 or adhere to State Cyber Security Policy?	Please see modification to Contract Exhibit A, Statement of Work, Section 4, Management System Requirements, Subsection 4.8 below.
92.	We are a approved contract holder for the state of Florida "IT Staff Augmentation Services Contract No. 80101507-SA-19-1"	This is not a question.
93.	We are only a staffing company and not an MSP, can we bid for this RFP?	The Department is seeking a vendor that can provide MSP services. See RFP Subsection 1.1, Objective, and Contract Exhibit A, Statement of Work, Section 1,
94.	Does the FL state appoint staffing company as sub-vendors or one selected MSP appoints sub-vendors?	The MSP is expected to deliver Contingent Staff through a Subcontractor network. Subcontractors are subject to Department approval (see Contract Exhibit A, Statement of Work, Section 2.14).
95.	Can we team up and bid with any MSP provider to bid for this RFP?	See RFP, Section 1, Introduction.
96.	If we are not eligible, can you provide us the call list of MSP providers who are participating here so we can reach out to them?	This list is not available at this time.
97.	Our main interest is to support and supply resources for Temporary Staffing Services for this RFP No. 21-80111600-RFP	This is not a question.
98.	What diversity percentage is the incumbent meeting?	There is no incumbent.
99.	What percentage of the position is filled by the incumbent?	There is no incumbent.
100.	Exhibit A – Statement of Work 3.14 - Paying Contingent Staff in compliance with applicable wage and hour laws including, but not limited to, the Fair Labor Standards Act and Florida Employment and Labor Laws. Contractor shall maintain complete and accurate records of all wages paid to Contingent Staff. Contractor shall be exclusively responsible for and will comply with applicable law governing the reporting and payment of wages and payroll-related and unemployment taxes attributable to wages paid to Contingent Staff. As the MSP, the Contractor is not paying the contingent staff directly, as that is the responsibility of the Subcontractor. How is the Contractor to be held responsible for this requirement?	The Contractor is responsible for its Subcontractors. See modifications to Contract Exhibit A, Statement of Work, Section 3, Contractors Responsibilities, below and Contract Exhibit B, Special Contract Conditions, Section 6.1, Subcontractors.
101.	Can the State provide job descriptions for the Medical and Industrial roles as it did for the Administrative roles?	Please see the attached Contract Exhibit C, Job Title Descriptions (Revised).
102.	Can the State provide average length of assignment by job title of job category?	The Department does not have this information.
103.	Does the State maintain a list or database of certified diversity suppliers that are registered with the State to supply temporary staffing services?	Please contact the Office of Supplier Diversity (OSD) at osdinfo@dms.myflorida.com.
104.	Is there an incumbent?	No.

105.	Must you bid on all jobs to provide temporary staffing: Roofers, Heavy Equipment Operators, Construction, Road Work, Truck Driving, Tree trimming, Firefighters, Armed Correctional officers?	See the instructions on Attachment C, Cost Proposal.
106.	Are there any special General Liability requirements for: Dentist, Nurse Anesthetists, Cashiers, other?	See Contract Exhibit B, Special Contract Conditions, Section 7.2, General Liability Insurance.
107.	Contract Exhibit A Page 2 of 15 - 2.14-Subcontractor Will a subcontractor(s) if using need to be submitted for approval before this RFP, within the RFP, or only after awarded to Contractor?	Respondents may provide Subcontracting information as a part of the Response to this RFP, in accordance with the instructions contained in RFP Attachment E, Subcontracting, as well as Subsection 3.15 of Contract Exhibit A, Statement of Work.
108.	Page 6 of 15 Section 5 Interview of Prospective Contingent Staff What is the timeframe required by the Customer to respond to the Contractor of wanting to/set up to interview, once a Contingent Staff's resume/bio/information has been submitted to the Department for consideration?	Timeframe will be determined by the Customer and the MSP.
109.	Page 7 of 15 Section 11 Contingent Staff Requirements 11.1 Background Screening-please confirm that background CHECKS do NOT have to be completed until an offer/start date has been made from Department/Customer to be officially run, but it must be done before the first day on the job.	Background checks will be conducted in accordance with the requirements of the Customers request for contingent staff and prior to start date.
110.	Page 10 of 15 Section 15 & 15.1 Replacement of Contingent Staff What timeframe will be given for the Customer to notify the Contractor that they need to replace the Contingent Staff due to the Contingent Staff failing to adhere to the Customer's directions or safety, security, or fire regulations, or demonstrates that they are not qualified to perform the required duties?	This will be determined by the Customer.
111.	Contract Exhibit C - Job Title Descriptions Will more detailed job descriptions, skills, and knowledge be provided to the awarded Contractor either before the contract start date or when purchasing orders are placed for contingent staff requests?	Customers may have more specific requirements in purchase orders.
112.	Can the State provide the locations (with addresses, if possible) of the departments throughout the State that will be using this RFP?	No.
113.	The number of Departments that will be or could use this RFP?	The Contract will be available to all state agencies, as well as "eligible users," as defined in Rule 60A-1.001(2), Florida Administrative Code.
114.	Can confirmation be given that all the jobs listed will be called upon over the 3 year contract at least once?	The Department cannot confirm this.
115.	Are any of the Contingent Staff going to be offered full -time employment before the contract expires?	This will be determined by the Customer.
116.	How long will each temporary assignment last, in terms of weeks?	This will be determined by the Customer.
117.	Can this be provided by each Department in the Purchase Order with each Contingent Staff request?	This question is unclear.

Section 2:

The following modifies requirements found in the RFP. For revisions, underline represents additions and strikethrough represents deletions. The variations between the new and the old requirements are highlighted in yellow.

1. RFP Section 1, Introduction, Subsection 1.2, Timeline of Events, is hereby modified as follows:

1 INTRODUCTION

1.2 Timeline of Events

The table below contains the timeline of events for this solicitation. It is the responsibility of the Respondent to check for any changes. The dates and times within the Timeline of Events are subject to change. Any changes to the Timeline of Events will occur through an addendum to the solicitation and will be noticed on the [Vendor Bid System \(VBS\)](#).

Respondents shall not rely on the MyFloridaMarketPlace (MFMP) Sourcing time clock. It is not the official submission date and time deadline. The official solicitation closing time and deadlines are reflected in the Timeline of Events listed below.

Event	Time	Date
Solicitation Notification posted on VBS and in MFMP Sourcing		1/26/2021
Written Question Submission Deadline (must be submitted in MFMP Sourcing)	12:00 p.m. ET	2/09/2021
Anticipated Date of Q&A posted on VBS		<u>3/16/2021</u> 3/09/2021 3/02/2021
Solicitation opens in MFMP Sourcing in Open Status and Respondents may begin submitting Proposals in MFMP Sourcing	12:00 p.m. ET	<u>3/17/2021</u> <u>3/10/2021</u> 3/03/2021
Proposals Due in MFMP Sourcing	1:00 p.m. ET	<u>4/07/2021</u> 3/31/2021 3/24/2021 3/17/2021
Public Meeting: Proposal Opening Non-Mandatory for Respondents Conference Call No.: 888-585-9008 Conference Room No.: 145-153-086 Department of Management Services 4050 Esplanade Way, Tallahassee, FL 32399	1:01 p.m. ET	<u>4/07/2021</u> <u>3/31/2021</u> 3/24/2021 3/17/2021

Event	Time	Date
Anticipated Proposal Evaluation Period		4/20/2021-5/25/2021 4/13/2021-5/18/2021 4/06/2021-5/04/2021 3/30/2021-4/27/2021
Anticipated date to post Notice of Intent to Award on VBS		6/08/2021 6/01/2021 5/18/2021 5/11/2021
Anticipated Contract Start Date		6/22/2021 6/15/2021 6/04/2021

NOTICE PURSUANT TO SECTION 287.057(23), FLORIDA STATUTES

Respondents to this solicitation or persons acting on their behalf may not contact, between the release of the solicitation and the end of the 72-hour period following the agency posting the notice of intended award, excluding Saturdays, Sundays, and state holidays, any employee or officer of the executive or legislative branch concerning any aspect of this solicitation, except in writing to the procurement officer or as provided in the solicitation documents. Violation of this provision may be grounds for rejecting a response.

2. RFP Section 5, Evaluation Methodology, Subsection 5.1.3, Cost Proposal, is hereby modified as follows:

5.1.3 Cost Proposal - ~~1,700~~ 1,970 Available Points

NO OTHER CHANGES TO THIS SECTION

3. Contract Exhibit A, Statement of Work, Section 1, Scope of Services, is hereby modified as follows:

1 Scope of Services

The Contractor shall serve as the Managed Service Provider (MSP) of the State for the provision of temporary administrative, industrial, and medical staffing services. This includes, but is not limited to, providing Customers with a comprehensive offering of Temporary Staffing Services statewide via the Contractor’s Management System to meet their various needs.

4. Contract Exhibit A, Statement of Work, Section 2, Definitions, Subsection 2.8, Management Systems (MS), is hereby modified as follows:

2.8 Management Systems (MS) – The Contractor’s automated system, accessible through the internet, that processes **requests** **requisitions** for Contingent Staff from Customers and invoices Customers, produces monthly and quarterly reports, and performs other operations required under the Contract.

5. Contract Exhibit A, Statement of Work, Section 3, Contractor Responsibilities, Subsection 3, is hereby modified as follows:

3 Contractor Responsibilities

The Contractor **and its subcontractors** shall adhere to all work policies, procedures, and standards established by the Department and Customer. The Contractor **and its subcontractors** shall ensure that Contingent Staff conform in all respects with physical safety, security, and fire regulations while on the Customer’s premises. The Contractor **and its subcontractors** shall be responsible for obtaining all of the aforementioned rules, regulations, policies, etc. Regardless of any delegation, including any subcontract entered into, by the Contractor, the Contractor **and its subcontractors** shall be responsible for the following:

6. Contract Exhibit A, Statement of Work, Section 3, Contractor Responsibilities, Subsection 3.1, is hereby modified as follows:

3.1 Recruiting, hiring, and implementing any reassignments or terminations of Contingent Staff. The Contractor shall ensure competency and responsibility of the Contingent Staff, subject to a financial consequence as identified in Section **22-23**, Service Level Agreements and Financial Consequences, for failure to maintain a Contingent Staff turnover rate of no more than 8% per month.

7. Contract Exhibit A, Statement of Work, Section 3, Contractor Responsibilities, Subsection 3.13 is hereby modified as follows:

3.13 Being solely responsible for, and holding Customers harmless from, all administrative employment matters regarding Contingent Staff including, but not limited to, all payroll and payroll income tax withholding matters; payment of workers’ compensation premiums; funding of **legally required appropriate** fringe benefit programs; and taking responsibility for and complying with (including offering coverage, if required) the Affordable Care Act with respect to Contingent Staff.

8. Contract Exhibit A, Statement of Work, Section 3, Contractor Responsibilities, Subsection 3.15, is hereby modified as follows:

3.15 Issue invoices for all services provided to Customers. Invoices must specify the Pay Rate, Bill Rate, and Mark-Up Rate used to determine the amount of the invoice. The Mark-Up Rate must be expressed as a percentage and dollar amount **and must include the Statutory Rate expressed as a percentage of the Mark-up Rate**; ~~the dollar amount must include a breakout of Statutory Rate amounts.~~ Invoices must be submitted in detail sufficient for a proper pre-audit and post-audit thereof. Invoices will be paid in accordance with the requirements of section 215.422, Florida Statutes.

9. Contract Exhibit A, Statement of Work, Section 4, Management System Requirements, Subsection 4.6, is hereby modified as follows:

4.6 Provide the Department’s Contract Manager with access to all information pertaining to all **purchase** orders and contracts with Customers, including but not limited to, staffing requests, assigned Contingent Staff, and invoices. Customers shall have access to all information pertaining to the Customer’s **purchase** orders and contracts, including but not limited to, staffing requests, assigned Contingent Staff, and invoices. Invoice information accessible by the Department and Customers must include Pay Rate, Mark-Up Rate, and Bill Rate amounts; Mark-Up Rate amounts must include **the Statutory Rate expressed as a percentage of the Mark-up Rate**. ~~a breakout of Statutory Rate amounts.~~

10. Contract Exhibit A, Statement of Work, Section 4, Management System Requirements, Subsection 4.8, is hereby modified as follows:

4.8 The MS shall be a workflow-based application delivered in a Software as a Service (SaaS) model and accessed via the internet utilizing a standard browser; ~~therefore, the user need not be in the office to complete required tasks.~~ The MS shall be configured specifically for each state agency customer utilizing business rules, user roles, and internal routing. The MS shall be an extensive application configuration tool that allows new users, vendors, and job information to be added or updated easily.

The Contractor agrees to cooperate with the Department and Customers and perform all actions necessary to assist with all tasks in furtherance of the Department's and Customers' efforts to comply with the obligations under section 282.318, F.S., and Chapter 60GG-2, F.A.C., Information Technology Security (also known as the Florida Cybersecurity Standards (FCS)), as applicable. The Contractor shall abide by all applicable federal and state law pertaining to cybersecurity requirements, and other prescribed security guidance, to include (but not limited to) those requirements outlined for such sensitive data types as Personally Identifiable Information (PHI) and Criminal Justice Information (CJI).

11. Contract Exhibit A, Statement of Work, Section 4, Management System Requirements, Subsection 4.9.1(i), is hereby modified as follows:

4.9 In addition to the above requirements, the MS shall:

4.9.1 Reduce costs and improve efficiency for Customers by automating the Contingent Staffing process through:

- a. Providing a single point of contact;
- b. Consolidating and standardizing the Contingent Staff procurement processes;
- c. Providing automated order entry and distribution, candidate submittal, response, and order fulfillment;
- d. Replacing paper-intensive, manually-managed processes;
- e. Replacing fax, email, and telephone order distribution;
- f. Addressing the unique requirements for industrial Customers;
- g. Providing a process to quickly fill positions;
- h. Providing visibility into weekly and daily resource loading schedules and the ability to adjust the schedules;
- ~~i. Providing mobile apps for Customers;~~
- j. Accommodating multiple and varying work schedules;
- k. Flagging Contingent Staff that require special review;
- l. Providing additional information on applicants to assist hiring managers with evaluations;
- m. Tracking the history of all Contingent Staff assignments at Customer locations; and
- n. Providing collaborative features that reduce "telephone tag."

12. Contract Exhibit A, Statement of Work, Section 6, Training, is hereby modified as follows:

6 Training

Referred personnel shall be immediately productive, requiring minimal training and orientation. If, in the sole discretion of the Customer, extended training (over four (4) hours) is required, such as for an extended project or for any particular skill set, the Customer must include the extended training requirements in the original order issued to the Contractor for contingent staff. The Contractor may be required to pay the Contingent Staff for up to sixteen (16) hours (two (2) Business Days) of training, ~~as determined by the Customer.~~

13. Contract Exhibit A, Statement of Work, Section 22, Minimum Wage, Living Wage, and Mandatory Health and Welfare Benefits, is hereby modified as follows:

22 Minimum Wage, ~~Living Wage~~, and Mandatory Health and Welfare Benefits

The Contractor must meet all federal, State, and local requirements regarding minimum wage, ~~living wage~~, and any mandatory health and welfare benefits. Pay Rates and Mark-up Rates will be adjusted in accordance with federal, state, and local requirements for minimum wage, living wage, and mandatory health and welfare benefit adjustments. The Contractor must submit to the Department's Contract Manager detailed and sufficient documentation, including proof of changes, in support of requests to adjust the Pay Rate or Mark-Up Rate, in accordance with these federal, state, and local requirements.

14. Contract Exhibit C, Job Title Descriptions, is hereby replaced in its entirety with the attached Contract Exhibit C (Revised), Job Title Descriptions.

15. Attachment E, Subcontracting is hereby replaced in its entirety with the attached Attachment E (Revised), Subcontracting.

REVISED

Contract Exhibit C - Job Title Descriptions

Occupational Code	Job Category	Job Title	Job Description, Skills, and Knowledge
13-2011	Administrative	Accountants and Auditors	Examine, analyze, and interpret accounting records for the purpose of giving advice or preparing statements. Install or advise on systems of recording costs or other financial and budgetary data.
11-3010	Administrative	Administrative Services and Facilities Managers	Plan, direct, or coordinate supportive services of an organization, such as recordkeeping, mail distribution, telephone operator/receptionist, and other office support services. May oversee facilities planning and maintenance and custodial operations.
25-3011	Administrative	Adult Basic Education, Adult Secondary Education, and English as a Second Language Instructors	Teach or instruct out-of-school youths and adults in remedial education classes, preparatory classes for the General Educational Development test, literacy, or English as a Second Language. Teaching may or may not take place in a traditional educational institution.
23-1022	Administrative	Arbitrators, Mediators, and Conciliators	Facilitate negotiation and conflict resolution through dialogue. Resolve conflicts outside of the court system by mutual consent of parties involved.
25-4011	Administrative	Archivists	Appraise, edit, and direct safekeeping of permanent records and historically valuable documents. Participate in research activities based on archival materials.
19-2021	Administrative	Atmospheric and Space Scientists	Investigate atmospheric phenomena and interpret meteorological data gathered by surface and air stations, satellites, and radar to prepare reports and forecasts for public and other uses. Include weather analysts and forecasters whose functions require the detailed knowledge of a meteorologist.
43-3031	Administrative	Bookkeeping, Accounting, and Auditing Clerks	Compute, classify, and record numerical data to keep financial records complete. Perform any combination of routine calculating, posting, and verifying duties to obtain primary financial data for use in maintaining accounting records. May also check the accuracy of figures, calculations, and postings pertaining to business transactions recorded by other workers.
13-2031	Administrative	Budget Analysts	Examine budget estimates for completeness, accuracy, and conformance with procedures and regulations. Analyze budgeting and accounting reports for the purpose of maintaining expenditure controls.
25-1194	Administrative	Career/Technical Education Teachers, Postsecondary	Teach or instruct vocational or occupational subjects at the postsecondary level (but at less than the baccalaureate) to students who have graduated or left high school. Include correspondence school instructors; industrial, commercial and government training instructors; and adult education teachers and instructors who prepare persons to operate industrial machinery and equipment and transportation and communications equipment. Teaching may take place in public or private schools whose primary business is education or in a school associated with an organization whose primary business is other than education.

Contract Exhibit C - Job Title Descriptions

Occupational Code	Job Category	Job Title	Job Description, Skills, and Knowledge
41-2011	Administrative	Cashiers	Receive and disburse money in establishments other than financial institutions. Usually involves use of electronic scanners, cash registers, or related equipment. Often involved in processing credit or debit card transactions and validating checks.
19-2031	Administrative	Chemists	Conduct qualitative and quantitative chemical analyses or chemical experiments in laboratories for quality or process control or to develop new products or knowledge.
13-1031	Administrative	Claims Adjusters, Examiners, and Investigators	Review settled claims to determine that payments and settlements have been made in accordance with company practices and procedures, ensuring that proper methods have been followed. Report overpayments, underpayments, and other irregularities. Confer with legal counsel on claims requiring litigation.
21-1099	Administrative	Community and Social Service Specialists, All Other	All community and social service specialists not listed separately.
13-1141	Administrative	Compensation, Benefits, and Job Analysis Specialists	Plan, direct, or coordinate compensation and benefits activities and staff of an organization. Include job analysis and position description managers.
13-1041	Administrative	Compliance Officers	Examine, evaluate, and investigate eligibility for or conformity with laws and regulations governing contract compliance of licenses and permits, and other compliance and enforcement inspection activities not classified elsewhere.
15-1299	Administrative	Computer Occupations, All Other	All computer occupations not listed separately.
21-1019	Administrative	Counselors, All Other	All counselors not listed separately.
25-4012	Administrative	Curators	Administer affairs of museum and conduct research programs. Direct instructional, research, and public service activities of institution.
43-4051	Administrative	Customer Service Representatives	Interact with customers to provide information in response to inquiries about products and services and to handle and resolve complaints.
43-9021	Administrative	Data Entry Keyers	Operate data entry device, such as keyboard or photo composing perforator. Duties may include verifying data and preparing materials for printing.
15-1245	Administrative	Database Administrators and Architects	Coordinate changes to computer databases, test and implement the database applying knowledge of database management systems. May plan, coordinate, and implement security measures to safeguard computer databases.
25-9099	Administrative	Educational Instruction and Library Workers, All Other	All education, training, and library workers not listed separately.
43-6011	Administrative	Executive Secretaries and Executive Administrative Assistants	Provide high-level administrative support by conducting research, preparing statistical reports, handling information requests, and performing clerical functions such as preparing correspondence, receiving visitors, arranging conference calls, and scheduling meetings. May also train and supervise lower-level clerical staff.

Contract Exhibit C - Job Title Descriptions

Occupational Code	Job Category	Job Title	Job Description, Skills, and Knowledge
43-4071	Administrative	File Clerks	File correspondence, cards, invoices, receipts, and other records in alphabetical or numerical order or according to the filing system used. Locate and remove material from file when requested.
13-2098	Administrative	Financial and Investment Analysts, Financial Risk Specialists, and Financial Specialists, All Other	All financial specialists not listed separately.
27-1024	Administrative	Graphic Designers	Design or create graphics to meet specific commercial or promotional needs, such as packaging, displays, or logos. May use a variety of mediums to achieve artistic or decorative effects.
43-4161	Administrative	Human Resources Assistants, Except Payroll and Timekeeping	Compile and keep personnel records. Record data for each employee, such as address, weekly earnings, absences, amount of sales or production, supervisory reports on ability, and date of and reason for termination. Compile and type reports from employment records. File employment records. Search employee files and furnish information to authorized persons.
11-3121	Administrative	Human Resources Managers	Plan, direct, or coordinate human resources activities and staff of an organization.
13-1071	Administrative	Human Resources Specialists	Recruit, screen, interview, or place individuals within an organization. May perform other activities in multiple human resources areas.
43-4199	Administrative	Information and Record Clerks, All Other	All information and record clerks not listed separately.
27-3091	Administrative	Interpreters and Translators	Interpret oral or sign language, or translate written text from one language into another.
13-1075	Administrative	Labor Relations Specialists	Resolve disputes between workers and managers, negotiate collective bargaining agreements, or coordinate grievance procedures to handle employee complaints.
53-7062	Administrative	Laborers and Freight, Stock, and Material Movers, Hand	Manually move freight, stock, or other materials or perform other unskilled general labor. Include all unskilled manual laborers not elsewhere classified.
43-6012	Administrative	Legal Secretaries and Administrative Assistants	Perform secretarial duties utilizing legal terminology, procedures, and documents. Prepare legal papers and correspondence, such as summonses, complaints, motions, and subpoenas. May also assist with legal research.
23-2099	Administrative	Legal Support Workers, All Other	All legal support workers not listed separately.

Contract Exhibit C - Job Title Descriptions

Occupational Code	Job Category	Job Title	Job Description, Skills, and Knowledge
25-4022	Administrative	Librarians and Media Collections Specialists	Administer and maintain libraries or collections of information, for public or private access through reference or borrowing. Work in a variety of settings, such as educational institutions, museums, and corporations, and with various types of informational materials, such as books, periodicals, recordings, films, and databases. Tasks may include acquiring, cataloging, and circulating library materials, and user services such as locating and organizing information, providing instruction on how to access information, and setting up and operating a library's media equipment.
43-4121	Administrative	Library Assistants, Clerical	Compile records, sort and shelve books, and issue and receive library materials such as pictures, cards, slides and microfilm. Locate library materials for loan and replace material in shelving area, stacks, or files according to identification number and title. Register patrons to permit them to borrow books, periodicals, and other library materials.
25-4031	Administrative	Library Technicians	Assist librarians by helping readers in the use of library catalogs, databases, and indexes to locate books and other materials; and by answering questions that require only brief consultation of standard reference. Compile records; sort and shelve books; remove or repair damaged books; register patrons; check materials in and out of the circulation process. Replace materials in shelving area (stacks) or files. Include bookmobile drivers who operate bookmobiles or light trucks that pull trailers to specific locations on a predetermined schedule and assist with providing services in mobile libraries.
19-1099	Administrative	Life Scientists, All Other	All life scientists not listed separately.
19-4099	Administrative	Life, Physical, and Social Science Technicians, All Other	All life, physical, and social science technicians not listed separately.
13-1161	Administrative	Market Research Analysts and Marketing Specialists	Research market conditions in local, regional, or national areas to determine potential sales of a product or service. May gather information on competitors, prices, sales, and methods of marketing and distribution. May use survey results to create a marketing campaign based on regional preferences and buying habits.
27-3099	Administrative	Media and Communication Workers, All Other	All media and communication workers not listed separately.
33-1090	Administrative	Miscellaneous First-Line Supervisors, Protective Service Workers	Supervise and coordinate activities of personal service workers.
25-4013	Administrative	Museum Technicians and Conservators	Restore, maintain, or prepare objects in museum collections for storage, research, or exhibit. May work with specimens such as fossils, skeletal parts, or botanicals; or artifacts, textiles, or art. May identify and record objects or install and arrange them in exhibits. Includes book or document conservators.
43-9199	Administrative	Office and Administrative Support Workers, All Other	All office and administrative support workers not listed separately.

Contract Exhibit C - Job Title Descriptions

Occupational Code	Job Category	Job Title	Job Description, Skills, and Knowledge
43-9061	Administrative	Office Clerks, General	Perform duties too varied and diverse to be classified in any specific office clerical occupation, requiring limited knowledge of office management systems and procedures. Clerical duties may be assigned in accordance with the office procedures of individual establishments and may include a combination of answering telephones, bookkeeping, typing or word processing, stenography, office machine operation, and filing.
23-2011	Administrative	Paralegals and Legal Assistants	Assist lawyers by researching legal precedent, investigating facts, or preparing legal documents. Conduct research to support a legal proceeding, to formulate a defense, or to initiate legal action.
43-3051	Administrative	Payroll and Timekeeping Clerks	Compile and post employee time and payroll data. May compute employees' time worked, production, and commission. May compute and post wages and deductions. May prepare paychecks.
19-2099	Administrative	Physical Scientists, All Other	All physical scientists not listed separately.
21-1092	Administrative	Probation Officers and Correctional Treatment Specialists	Provide social services to assist in rehabilitation of law offenders in custody or on probation or parole. Make recommendations for actions involving formulation of rehabilitation plan and treatment of offender, including conditional release and education and employment stipulations.
13-1198	Administrative	Project Management Specialists and Business Operations Specialists, All Other	All business operations specialists not listed separately.
13-2020	Administrative	Property Appraisers and Assessors	Appraise real property to determine its fair value. May assess taxes in accordance with prescribed schedules.
27-3031	Administrative	Public Relations Specialists	Engage in promoting or creating good will for individuals, groups, or organizations by writing or selecting favorable publicity material and releasing it through various communications media. May prepare and arrange displays, and make speeches.
43-4171	Administrative	Receptionists and Information Clerks	Answer inquiries and obtain information for general public, customers, visitors, and other interested parties. Provide information regarding activities conducted at establishment; location of departments, offices, and employees within organization.
21-1015	Administrative	Rehabilitation Counselors	Counsel individuals to maximize the independence and employability of persons coping with personal, social, and vocational difficulties that result from birth defects, illness, disease, accidents, or the stress of daily life. Coordinate activities for residents of care and treatment facilities. Assess client needs and design and implement rehabilitation programs that may include personal and vocational counseling, training, and job placement.

Contract Exhibit C - Job Title Descriptions

Occupational Code	Job Category	Job Title	Job Description, Skills, and Knowledge
19-4010	Industrial	Agricultural and Food Science Technicians	Work with agricultural scientists in food, fiber, and animal research, production, and processing; assist with animal breeding and nutrition work; under supervision, conduct tests and experiments to improve yield and quality of crops or to increase the resistance of plants and animals to disease or insects. Include technicians who assist food scientists or food technologists in the research, development, production technology, quality control, packaging, processing, and use of foods.
17-2021	Industrial	Agricultural Engineers	Apply knowledge of engineering technology and biological science to agricultural problems concerned with power and machinery, electrification, structures, soil and water conservation, and processing of agricultural products.
45-2011	Industrial	Agricultural Inspectors	Inspect agricultural commodities, processing equipment, and facilities, and fish and logging operations, to ensure compliance with regulations and laws governing health, quality, and safety.
45-2099	Industrial	Agricultural Workers, All Other	All agricultural workers not listed separately.
19-3091	Industrial	Anthropologists and Archeologists	Study the origin, development, and behavior of humans. May study the way of life, language, or physical characteristics of existing people in various parts of the world. May engage in systematic recovery and examination of material evidence, such as tools or pottery remaining from past human cultures, in order to determine the history, customs, and living habits of earlier civilizations.
17-1011	Industrial	Architects, Except Landscape and Naval	Plan and design structures, such as private residences, office buildings, theaters, factories, and other structural property.
17-3011	Industrial	Architectural and Civil Drafters	Prepare detailed drawings of architectural and structural features of buildings or drawings and topographical relief maps used in civil engineering projects, such as highways, bridges, and public works. Utilize knowledge of building materials, engineering practices, and mathematics to complete drawings.
11-9041	Industrial	Architectural and Engineering Managers	Plan, direct, or coordinate activities in such fields as architecture and engineering or research and development in these fields.
49-3021	Industrial	Automotive Body and Related Repairers	Repair and refinish automotive vehicle bodies and straighten vehicle frames.
49-3023	Industrial	Automotive Service Technicians and Mechanics	Diagnose, adjust, repair, or overhaul automotive vehicles.
17-2041	Industrial	Chemical Engineers	Design chemical plant equipment and devise processes for manufacturing chemicals and products, such as gasoline, synthetic rubber, plastics, detergents, cement, paper, and pulp, by applying principles and technology of chemistry, physics, and engineering.

Contract Exhibit C - Job Title Descriptions

Occupational Code	Job Category	Job Title	Job Description, Skills, and Knowledge
19-4031	Industrial	Chemical Technicians	Conduct chemical and physical laboratory tests to assist scientists in making qualitative and quantitative analyses of solids, liquids, and gaseous materials for purposes, such as research and development of new products or processes, quality control, maintenance of environmental standards, and other work involving experimental, theoretical, or practical application of chemistry and related sciences.
17-3022	Industrial	Civil Engineering Technologists and Technicians	Apply theory and principles of civil engineering in planning, designing, and overseeing construction and maintenance of structures and facilities under the direction of engineering staff or physical scientists.
17-2051	Industrial	Civil Engineers	Perform engineering duties in planning, designing, and overseeing construction and maintenance of building structures, and facilities, such as roads, railroads, airports, bridges, harbors, channels, dams, irrigation projects, pipelines, power plants, water and sewage systems, and waste disposal units. Include architectural, structural, traffic, ocean, and geo-technical engineers.
43-2099	Industrial	Communications Equipment Operators, All Other	All communications equipment operators not listed separately.
19-1031	Industrial	Conservation Scientists	Manage, improve, and protect natural resources to maximize their use without damaging the environment. May conduct soil surveys and develop plans to eliminate soil erosion or to protect rangelands from fire and rodent damage. May instruct farmers, agricultural production managers, or ranchers in best ways to use crop rotation, contour plowing, or terracing to conserve soil and water; in the number and kind of livestock and forage plants best suited to particular ranges; and in range and farm improvements, such as fencing and reservoirs for stock watering.
47-4011	Industrial	Construction and Building Inspectors	Inspect structures using engineering skills to determine structural soundness and compliance with specifications, building codes, and other regulations. Inspections may be general in nature or may be limited to a specific area, such as electrical systems or plumbing.
47-2061	Industrial	Construction Laborers	Perform tasks involving physical labor at building, highway, and heavy construction projects, tunnel and shaft excavations, and demolition sites. May operate hand and power tools of all types: air hammers, earth tampers, cement mixers, small mechanical hoists, surveying and measuring equipment, and a variety of other equipment and instruments. May clean and prepare sites, dig trenches, set braces to support the sides of excavations, erect scaffolding, clean up rubble and debris, and remove asbestos, lead, and other hazardous waste materials. May assist other craft workers.

Contract Exhibit C - Job Title Descriptions

Occupational Code	Job Category	Job Title	Job Description, Skills, and Knowledge
11-9021	Industrial	Construction Managers	Plan, direct, coordinate, or budget, usually through subordinate supervisory personnel, activities concerned with the construction and maintenance of structures, facilities, and systems. Participate in the conceptual development of a construction project and oversee its organization, scheduling, and implementation. Include specialized construction fields, such as carpentry or plumbing. Include general superintendents, project managers, and constructors who manage, coordinate, and supervise the construction process.
53-7011	Industrial	Conveyor Operators and Tenders	Control or tend conveyors or conveyor systems that move materials or products to and from stockpiles, processing stations, departments, or vehicles. May control speed and routing of materials or products.
35-2014	Industrial	Cooks, Restaurant	Prepare, season, and cook soups, meats, vegetables, desserts, or other foodstuffs in restaurants. May order supplies, keep records and accounts, price items on menu, or plan menu.
33-3012	Industrial	Correctional Officers and Jailers	Guard inmates in penal or rehabilitative institution in accordance with established regulations and procedures. May guard prisoners in transit between jail, courtroom, prison, or other point. Includes deputy sheriffs and police who spend the majority of their time guarding prisoners in correctional institutions.
53-7021	Industrial	Crane and Tower Operators	Operate mechanical boom and cable or tower and cable equipment to lift and move materials, machines, or products in many directions.
47-2081	Industrial	Drywall and Ceiling Tile Installers	Apply plasterboard or other wallboard to ceilings or interior walls of buildings. Apply or mount acoustical tiles or blocks, strips, or sheets of shock-absorbing materials to ceilings and walls of buildings to reduce or reflect sound. Materials may be of decorative quality. Include lathers who fasten wooden, metal, or rockboard lath to walls, ceilings or partitions of buildings to provide support base for plaster, fire-proofing, or acoustical material.
49-2094	Industrial	Electrical and Electronics Repairers, Commercial and Industrial Equipment	Repair, test, adjust, or install electronic equipment, such as industrial controls, transmitters, and antennas.
47-2111	Industrial	Electricians	Install, maintain, and repair electrical wiring, equipment, and fixtures. Ensure that work is in accordance with relevant codes. May install or service street lights, intercom systems, or electrical control systems.
17-2199	Industrial	Engineers, All Other	All engineers not listed separately.
33-2011	Industrial	Firefighters	Control and extinguish fires or respond to emergency situations where life, property, or the environment is at risk. Duties may include fire prevention, emergency medical service, hazardous material response, search and rescue, and disaster management.
47-1011	Industrial	First-Line Supervisors of Construction Trades and Extraction Workers	Directly supervise and coordinate activities of construction or extraction workers.

Contract Exhibit C - Job Title Descriptions

Occupational Code	Job Category	Job Title	Job Description, Skills, and Knowledge
33-1011	Industrial	First-Line Supervisors of Correctional Officers	First-Line Supervisors/Managers of Correctional Officers Supervise and coordinate activities of correctional officers and jailers.
45-1011	Industrial	First-Line Supervisors of Farming, Fishing, and Forestry Workers	Directly supervise and coordinate the activities of agricultural, forestry, aquacultural, and related workers. Exclude "First-Line Supervisors/Managers of Landscaping, Lawn Service, and Groundskeeping Workers".
33-1021	Industrial	First-Line Supervisors of Firefighting and Prevention Workers	First-Line Supervisors/Managers of Fire Fighting and Prevention Workers Supervise and coordinate activities of workers engaged in fire fighting and fire prevention and control.
37-1011	Industrial	First-Line Supervisors of Housekeeping and Janitorial Workers	Supervise work activities of cleaning personnel in hotels, hospitals, offices, and other establishments.
37-1012	Industrial	First-Line Supervisors of Landscaping, Lawn Service, and Groundskeeping Workers	Plan, organize, direct, or coordinate activities of workers engaged in landscaping or groundskeeping activities, such as planting and maintaining ornamental trees, shrubs, flowers, and lawns, and applying fertilizers, pesticides, and other chemicals, according to contract specifications. May also coordinate activities of workers engaged in terracing hillsides, building retaining walls, constructing pathways, installing patios, and similar activities in following a landscape design plan. Work may involve reviewing contracts to ascertain service, machine, and work force requirements; answering inquiries from potential customers regarding methods, material, and price ranges; and preparing estimates according to labor, material, and machine costs.
49-1011	Industrial	First-Line Supervisors of Mechanics, Installers, and Repairers	Supervise and coordinate the activities of mechanics, installers, and repairers. Exclude team or work leaders.
43-1011	Industrial	First-Line Supervisors of Office and Administrative Support Workers	Supervise and coordinate the activities of clerical and administrative support workers.
35-2021	Industrial	Food Preparation Workers	Perform a variety of food preparation duties other than cooking, such as preparing cold foods and shellfish, slicing meat, and brewing coffee or tea.
19-4092	Industrial	Forensic Science Technicians	Collect, identify, classify, and analyze physical evidence related to criminal investigations. Perform tests on weapons or substances, such as fiber, hair, and tissue to determine significance to investigation. May testify as expert witnesses on evidence or crime laboratory techniques. May serve as specialists in area of expertise, such as ballistics, fingerprinting, handwriting, or biochemistry.

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Occupational Code	Job Category	Job Title	Job Description, Skills, and Knowledge
45-4011	Industrial	Forest and Conservation Workers	Under supervision, perform manual labor necessary to develop, maintain, or protect forest, forested areas, and woodlands through such activities as raising and transporting tree seedlings; combating insects, pests, and diseases harmful to trees; and building erosion and water control structures and leaching of forest soil. Include forester aides, seedling pullers, and tree planters.
19-2042	Industrial	Geoscientists, Except Hydrologists and Geographers	Study the composition, structure, and other physical aspects of the earth. May use geological, physics, and mathematics knowledge in exploration for oil, gas, minerals, or underground water; or in waste disposal, land reclamation, or other environmental problems. May study the earth's internal composition, atmospheres, oceans, and its magnetic, electrical, and gravitational forces. Include mineralogists, crystallographers, paleontologists, stratigraphers, geodesists, and seismologists.
47-4041	Industrial	Hazardous Materials Removal Workers	Identify, remove, pack, transport, or dispose of hazardous materials, including asbestos, lead-based paint, waste oil, fuel, transmission fluid, radioactive materials, contaminated soil, etc. Specialized training and certification in hazardous materials handling or a confined entry permit are generally required. May operate earth-moving equipment or trucks.
53-3032	Industrial	Heavy and Tractor-Trailer Truck Drivers	Drive a tractor-trailer combination or a truck with a capacity of at least 26,000 GVW, to transport and deliver goods, livestock, or materials in liquid, loose, or packaged form. May be required to unload truck. May require use of automated routing equipment. Requires commercial drivers' license.
47-3019	Industrial	Helpers, Construction Trades, All Other	All construction trades helpers not listed separately.
47-3011	Industrial	Helpers--Brickmasons, Blockmasons, Stonemasons, and Tile and Marble Setters	Help brickmasons, blockmasons, stonemasons, or tile and marble setters by performing duties of lesser skill. Duties include using, supplying or holding materials or tools, and cleaning work area and equipment. Exclude apprentice workers and report them with the appropriate skilled construction trade occupation.
47-3012	Industrial	Helpers--Carpenters	Help carpenters by performing duties of lesser skill. Duties include using, supplying or holding materials or tools, and cleaning work area and equipment.
47-3013	Industrial	Helpers--Electricians	Help electricians by performing duties of lesser skill. Duties include using, supplying or holding materials or tools, and cleaning work area and equipment. Exclude apprentice workers and report them with the appropriate skilled construction trade occupation.

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Occupational Code	Job Category	Job Title	Job Description, Skills, and Knowledge
49-9098	Industrial	Helpers--Installation, Maintenance, and Repair Workers	Help installation, maintenance, and repair workers in maintenance, parts replacement, and repair of vehicles, industrial machinery, and electrical and electronic equipment. Perform duties, such as furnishing tools, materials, and supplies to other workers; cleaning work area, machines, and tools; and holding materials or tools for other workers.
47-3014	Industrial	Helpers--Painters, Paperhangers, Plasterers, and Stucco Masons	Help painters, paperhangers, plasterers, or stucco masons by performing duties of lesser skill. Duties include using, supplying or holding materials or tools, and cleaning work area and equipment. Exclude apprentice workers and report them with the appropriate skilled construction trade occupation.
47-3015	Industrial	Helpers--Pipelayers, Plumbers, Pipefitters, and Steamfitters	Help plumbers, pipefitters, steamfitters, or pipelayers by performing duties of lesser skill. Duties include using, supplying or holding materials or tools, and cleaning work area and equipment. Exclude apprentice workers and report them with the appropriate skilled construction trade occupation.
47-3016	Industrial	Helpers--Roofers	Help roofers by performing duties of lesser skill. Duties include using, supplying or holding materials or tools, and cleaning work area and equipment. Exclude apprentice workers and report them with the appropriate skilled construction trade occupation.
47-4051	Industrial	Highway Maintenance Workers	Maintain highways, municipal and rural roads, airport runways, and rights-of-way. Duties include patching broken or eroded pavement, repairing guard rails, highway markers, and snow fences. May also mow or clear brush from along road or plow snow from roadway. Exclude "Tree Trimmers and Pruners".
19-2043	Industrial	Hydrologists	Research the distribution, circulation, and physical properties of underground and surface waters; study the form and intensity of precipitation, its rate of infiltration into the soil, movement through the earth, and its return to the ocean and atmosphere.
53-7051	Industrial	Industrial Truck and Tractor Operators	Operate industrial trucks or tractors equipped to move materials around a warehouse, storage yard, factory, construction site, or similar location.
37-2011	Industrial	Janitors and Cleaners, Except Maids and Housekeeping Cleaners	Keep buildings in clean and orderly condition. Perform heavy cleaning duties, such as cleaning floors, shampooing rugs, washing walls and glass, and removing rubbish. Duties may include tending furnace and boiler, performing routine maintenance activities, notifying management of need for repairs, and cleaning snow or debris from sidewalk.
17-1012	Industrial	Landscape Architects	Plan and design land areas for such projects as parks and other recreational facilities, airports, highways, hospitals, schools, land subdivisions, and commercial, industrial, and residential sites.

Contract Exhibit C - Job Title Descriptions

Occupational Code	Job Category	Job Title	Job Description, Skills, and Knowledge
37-3011	Industrial	Landscaping and Groundskeeping Workers	Landscape or maintain grounds of property using hand or power tools or equipment. Workers typically perform a variety of tasks, which may include any combination of the following: sod laying, mowing, trimming, planting, watering, fertilizing, digging, raking, sprinkler installation, and installation of mortarless segmental concrete masonry wall units.
51-6011	Industrial	Laundry and Dry-Cleaning Workers	Operate or tend washing or dry-cleaning machines to wash or dry-clean industrial or household articles, such as cloth garments, suede, leather, furs, blankets, draperies, fine linens, rugs, and carpets. Includes spotters and dyers of these articles.
53-3033	Industrial	Light Truck Drivers	Drive a truck or van with a capacity of under 26,000 GVW, primarily to deliver or pick up merchandise or to deliver packages within a specified area. May require use of automatic routing or location software. May load and unload truck.
49-9094	Industrial	Locksmiths and Safe Repairers	Repair and open locks; make keys; change locks and safe combinations; and install and repair safes.
37-2012	Industrial	Maids and Housekeeping Cleaners	Perform any combination of light cleaning duties to maintain private households or commercial establishments, such as hotels, restaurants, and hospitals, in a clean and orderly manner. Duties include making beds, replenishing linens, cleaning rooms and halls, and vacuuming.
49-9071	Industrial	Maintenance and Repair Workers, General	Perform work involving the skills of two or more maintenance or craft occupations to keep machines, mechanical equipment, or the structure of an establishment in repair. Duties may involve pipe fitting; boiler making; insulating; welding; machining; carpentry; repairing electrical or mechanical equipment; installing, aligning, and balancing new equipment; and repairing buildings, floors, or stairs.
49-9043	Industrial	Maintenance Workers, Machinery	Lubricate machinery, change parts, or perform other routine machinery maintenance.
49-3042	Industrial	Mobile Heavy Equipment Mechanics, Except Engines	Diagnose, adjust, repair, or overhaul mobile mechanical, hydraulic, and pneumatic equipment, such as cranes, bulldozers, graders, and conveyors, used in construction, logging, and surface mining.
47-2073	Industrial	Operating Engineers and Other Construction Equipment Operators	Operate one or several types of power construction equipment, such as motor graders, bulldozers, scrapers, compressors, pumps, derricks, shovels, tractors, or front-end loaders to excavate, move, and grade earth, erect structures, or pour concrete or other hard surface pavement. May repair and maintain equipment in addition to other duties.
47-2141	Industrial	Painters, Construction and Maintenance	Paint walls, equipment, buildings, bridges, and other structural surfaces, using brushes, rollers, and spray guns. May remove old paint to prepare surface prior to painting. May mix colors or oils to obtain desired color or consistency.

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Occupational Code	Job Category	Job Title	Job Description, Skills, and Knowledge
51-9123	Industrial	Painting, Coating, and Decorating Workers	Paint, coat, or decorate articles, such as furniture, glass, plateware, pottery, jewelry, cakes, toys, books, or leather.
47-2151	Industrial	Pipelayers	Lay pipe for storm or sanitation sewers, drains, and water mains. Perform any combination of the following tasks: grade trenches or culverts, position pipe, or seal joints. Excludes "Welders, Cutters, Solderers, and Brazers."
47-2152	Industrial	Plumbers, Pipefitters, and Steamfitters	Assemble, install, alter, and repair pipelines or pipe systems that carry water, steam, air, or other liquids or gases. May install heating and cooling equipment and mechanical control systems.
47-2181	Industrial	Roofers	Cover roofs of structures with shingles, slate, asphalt, aluminum, wood, and related materials. May spray roofs, sidings, and walls with material to bind, seal, insulate, or soundproof sections of structures.
49-2098	Industrial	Security and Fire Alarm Systems Installers	Install, program, maintain, and repair security and fire alarm wiring and equipment. Ensure that work is in accordance with relevant codes.
53-7065	Industrial	Stockers and Order Fillers	Receive, store, and issue sales floor merchandise, materials, equipment, and other items from stockroom, warehouse, or storage yard to fill shelves, racks, tables, or customers' orders. May mark prices on merchandise and set up sales displays. Excludes "Laborers and Freight, Stock, and Material Movers, Hand," and "Shipping, Receiving, and Traffic Clerks."
17-1022	Industrial	Surveyors	Make exact measurements and determine property boundaries. Provide data relevant to the shape, contour, gravitation, location, elevation, or dimension of land or land features on or near the earth's surface for engineering, mapmaking, mining, land evaluation, construction, and other purposes.
49-2022	Industrial	Telecommunications Equipment Installers and Repairers, Except Line Installers	Set-up, rearrange, or remove switching and dialing equipment used in central offices. Service or repair telephones and other communication equipment on customers' property. May install equipment in new locations or install wiring and telephone jacks in buildings under construction.
37-3013	Industrial	Tree Trimmers and Pruners	Cut away dead or excess branches from trees or shrubs to maintain right-of-way for roads, sidewalks, or utilities, or to improve appearance, health, and value of tree. Prune or treat trees or shrubs using handsaws, pruning hooks, sheers, and clippers. May use truck-mounted lifts and power pruners. May fill cavities in trees to promote healing and prevent deterioration.
51-4121	Industrial	Welders, Cutters, Solderers, and Brazers	Use hand-welding, flame-cutting, hand soldering, or brazing equipment to weld or join metal components or to fill holes, indentations, or seams of fabricated metal products.

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Occupational Code	Job Category	Job Title	Job Description, Skills, and Knowledge
43-6014	Administrative	Secretaries and Administrative Assistants, Except Legal, Medical, and Executive	Perform routine clerical and administrative functions such as drafting correspondence, scheduling appointments, organizing and maintaining paper and electronic files, or providing information to callers. Exclude legal, medical, or executive secretaries and administrative assistants.
21-1029	Administrative	Social Workers, All Other	All social workers not listed separately.
19-3041	Administrative	Sociologists	Study human society and social behavior by examining the groups and social institutions that people form, as well as various social, religious, political, and business organizations. May study the behavior and interaction of groups, trace their origin and growth, and analyze the influence of group activities on individual members.
19-1013	Administrative	Soil and Plant Scientists	Conduct research in breeding, physiology, production, yield, and management of crops and agricultural plants, their growth in soils, and control of pests; or study the chemical, physical, biological, and mineralogical composition of soils as they relate to plant or crop growth. May classify and map soils and investigate effects of alternative practices on soil and crop productivity.
27-4014	Administrative	Sound Engineering Technicians	Operate machines and equipment to record, synchronize, mix, or reproduce music, voices, or sound effects in sporting arenas, theater productions, recording studios, or movie and video productions.
43-2011	Administrative	Switchboard Operators, Including Answering Service	Operate telephone business systems equipment or switchboards to relay incoming, outgoing, and interoffice calls. May supply information to callers and record messages.
11-3131	Administrative	Training and Development Managers	Plan, direct, or coordinate the training and development activities and staff of an organization.
13-1151	Administrative	Training and Development Specialists	Conduct training and development programs for employees.
43-9022	Administrative	Word Processors and Typists	Use word processor/computer or typewriter to type letters, reports, forms, or other material from rough draft, corrected copy, or voice recording. May perform other clerical duties as assigned. Include composing data keyers.
19-1023	Administrative	Zoologists and Wildlife Biologists	Study the origins, behavior, diseases, genetics, and life processes of animals and wildlife. May specialize in wildlife research and management, including the collection and analysis of biological data to determine the environmental effects of present and potential use of land and water areas.

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Occupational Code	Job Category	Job Title	Job Description, Skills, and Knowledge
29-1181	Medical	Audiologists	Assess and treat persons with hearing and related disorders. May fit hearing aids and provide auditory training. May perform research related to hearing problems.
19-4021	Medical	Biological Technicians	Assist biological and medical scientists in laboratories. Set up, operate, and maintain laboratory instruments and equipment, monitor experiments, make observations, and calculate and record results. May analyze organic substances, such as blood, food, and drugs.
29-2031	Medical	Cardiovascular Technologists and Technicians	Conduct tests on pulmonary or cardiovascular systems of patients for diagnostic purposes. May conduct or assist in electrocardiograms, cardiac catheterizations, pulmonary-functions, lung capacity, and similar tests. Include vascular technologists.
29-2010	Medical	Clinical Laboratory Technologists and Technicians	Perform routine medical laboratory tests for the diagnosis, treatment, and prevention of disease. May work under the supervision of a medical technologist.
21-1094	Medical	Community Health Workers	Promote health within a community by assisting individuals to adopt healthy behaviors. Serve as an advocate for the health needs of individuals by assisting community residents in effectively communicating with healthcare providers or social service agencies. Act as liaison or advocate and implement programs that promote, maintain, and improve individual and overall community health. May deliver health-related preventive services such as blood pressure, glaucoma, and hearing screenings. May collect data to help identify community health needs.
39-9098	Medical	Crematory Operators and Personal Care and Service Workers, All Other	All personal care and service workers not listed separately.
31-9091	Medical	Dental Assistants	Perform limited clinical duties under the direction of a dentist. Clinical duties may include equipment preparation and sterilization, preparing patients for treatment, assisting the dentist during treatment, and providing patients with instructions for oral healthcare procedures. May perform administrative duties such as scheduling appointments, maintaining medical records, billing, and coding information for insurance purposes.
29-1292	Medical	Dental Hygienists	Administer oral hygiene care to patients. Assess patient oral hygiene problems or needs and maintain health records. Advise patients on oral health maintenance and disease prevention. May provide advanced care such as providing fluoride treatment or administering topical anesthesia.
51-9081	Medical	Dental Laboratory Technicians	Construct and repair full or partial dentures or dental appliances.
29-1029	Medical	Dentists, All Other Specialists	All dentists not listed separately.

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Occupational Code	Job Category	Job Title	Job Description, Skills, and Knowledge
29-1021	Medical	Dentists, General	Examine, diagnose, and treat diseases, injuries, and malformations of teeth and gums. May treat diseases of nerve, pulp, and other dental tissues affecting oral hygiene and retention of teeth. May fit dental appliances or provide preventive care.
29-2051	Medical	Dietetic Technicians	Assist dietitians in the provision of food service and nutritional programs. Under the supervision of dietitians, may plan and produce meals based on established guidelines, teach principles of food and nutrition, or counsel individuals
19-1041	Medical	Epidemiologists	Investigate and describe the determinants and distribution of disease, disability, and other health outcomes and develop the means for prevention and control.
17-2111	Medical	Health and Safety Engineers, Except Mining Safety Engineers and Inspectors	Promote worksite or product safety by applying knowledge of industrial processes, mechanics, chemistry, psychology, and industrial health and safety laws. Includes industrial product safety engineers.
21-1091	Medical	Health Education Specialists	Promote, maintain, and improve individual and community health by assisting individuals and communities to adopt healthy behaviors. Collect and analyze data to identify community needs prior to planning, implementing, monitoring, and evaluating programs designed to encourage healthy lifestyles, policies and environments. May also serve as a resource to assist individuals, other professionals, or the community, and may administer fiscal resources for health education programs.
21-1022	Medical	Healthcare Social Workers	Provide individuals, families, and groups with the psychosocial support needed to cope with chronic, acute, or terminal illnesses. Services include advising family caregivers. Provide patients with information and counseling, and make referrals for other services. May also provide case and care management or interventions designed to promote health, prevent disease, and address barriers to access to healthcare.
31-1120	Medical	Home Health and Personal Care Aides	<ul style="list-style-type: none"> • Monitor the health status of an individual with disabilities or illness, and address their health-related needs, such as changing bandages, dressing wounds, or administering medication. Work is performed under the direction of offsite or intermittent onsite licensed nursing staff. Provide assistance with routine healthcare tasks or activities of daily living, such as feeding, bathing, toileting, or ambulation. May also help with tasks such as preparing meals, doing light housekeeping, and doing laundry depending on the patient's abilities. • Provide personalized assistance to individuals with disabilities or illness who require help with personal care and activities of daily living support (e.g., feeding, bathing, dressing, grooming, toileting, and ambulation). May also provide help with tasks such as preparing meals, doing light housekeeping, and doing laundry. Work is performed in various settings depending on the needs of the care recipient and may include locations such as their home, place of work, out in the community, or at a daytime nonresidential facility.

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Occupational Code	Job Category	Job Title	Job Description, Skills, and Knowledge
29-2061	Medical	Licensed Practical and Licensed Vocational Nurses	Care for ill, injured, convalescent, or disabled persons in hospitals, nursing homes, clinics, private homes, group homes, and similar institutions. May work under the supervision of a registered nurse. Licensing required.
11-9111	Medical	Medical and Health Services Managers	Plan, direct, or coordinate medicine and health services in hospitals, clinics, managed care organizations, public health agencies, or similar organizations.
31-9092	Medical	Medical Assistants	Perform administrative and certain clinical duties under the direction of physician. Administrative duties may include scheduling appointments, maintaining medical records, billing, and coding for insurance purposes. Clinical duties may include taking and recording vital signs and medical histories, preparing patients for examination, drawing blood, and administering medications as directed by physician.
29-2098	Medical	Medical Dosimetrists, Medical Records Specialists, and Health Technologists and Technicians, All Other	Compile, process, and maintain medical records of hospital and clinic patients in a manner consistent with medical, administrative, ethical, legal, and regulatory requirements of the health care system. Process, maintain, compile, and report patient information for health requirements and standards.
19-1042	Medical	Medical Scientists, Except Epidemiologists	Conduct research dealing with the understanding of human diseases and the improvement of human health. Engage in clinical investigation or other research, production, technical writing, or related activities. Include medical scientists such as physicians, dentists, public health specialists, pharmacologists, and medical pathologists. Exclude practitioners who provide medical or dental care or dispense drugs.
43-6013	Medical	Medical Secretaries and Administrative Assistants	Perform secretarial duties utilizing specific knowledge of medical terminology and hospital, clinic, or laboratory procedures. Duties include scheduling appointments, billing patients, and compiling and recording medical charts, reports, and correspondence.
21-1023	Medical	Mental Health and Substance Abuse Social Workers	Assess and treat individuals with mental, emotional, or substance abuse problems, including abuse of alcohol, tobacco, and/or other drugs. Activities may include individual and group therapy, crisis intervention, case management, client advocacy, prevention, and education.
29-1151	Medical	Nurse Anesthetists	Administer anesthesia, monitor patient's vital signs, and oversee patient recovery from anesthesia. May assist anesthesiologists, surgeons, other physicians, or dentists. Must be registered nurses who have specialized graduate education.

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Occupational Code	Job Category	Job Title	Job Description, Skills, and Knowledge
29-1171	Medical	Nurse Practitioners	Assess patient health problems and needs, develop and implement nursing care plans, and maintain medical records. Administer nursing care to ill, injured, convalescent, or disabled patients. May advise patients on health maintenance and disease prevention or provide case management. Licensing or registration required. Include advance practice nurses such as: nurse practitioners, clinical nurse specialists, certified nurse midwives, and certified registered nurse anesthetists. Advanced practice nursing is practiced by RNs who have specialized formal, post-basic education and who function in highly autonomous and specialized roles.
31-1131	Medical	Nursing Assistants	Provide or assist with basic care or support under the direction of onsite licensed nursing staff. Perform duties such as monitoring of health status, feeding, bathing, dressing, grooming, toileting, or ambulation of patients in a health or nursing facility. May include medication administration and other health-related tasks. Includes nursing care attendants, nursing aides, and nursing attendants.
19-5011	Medical	Occupational Health and Safety Specialists	Review, evaluate, and analyze work environments and design programs and procedures to control, eliminate, and prevent disease or injury caused by chemical, physical, and biological agents or ergonomic factors. May conduct inspections and enforce adherence to laws and regulations governing the health and safety of individuals. May be employed in the public or private sector. Include environmental protection officers.
19-5012	Medical	Occupational Health and Safety Technicians	Collect data on work environments for analysis by occupational health and safety specialists. Implement and conduct evaluation of programs designed to limit chemical, physical, biological, and ergonomic risks to workers.
29-1122	Medical	Occupational Therapists	Assess, plan, and organize rehabilitative programs that help build or restore vocational, homemaking, and daily living skills, as well as general independence, to persons with disabilities or developmental delays. Use therapeutic techniques, adapt the individual's environment, teach skills, and modify specific tasks that present barriers to the individual.
31-2012	Medical	Occupational Therapy Aides	Under close supervision of an occupational therapist or occupational therapy assistant, perform only delegated, selected, or routine tasks in specific situations. These duties include preparing patient and treatment room.
31-2011	Medical	Occupational Therapy Assistants	Assist occupational therapists in providing occupational therapy treatments and procedures. May, in accordance with State laws, assist in development of treatment plans, carry out routine functions, direct activity programs, and document the progress of treatments. Generally requires formal training.
31-1132	Medical	Orderlies	Transport patients to areas such as operating rooms or x-ray rooms using wheelchairs, stretchers, or moveable beds. May maintain stocks of supplies or clean and transport equipment. Psychiatric orderlies are included in Psychiatric Aides.

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Occupational Code	Job Category	Job Title	Job Description, Skills, and Knowledge
29-1051	Medical	Pharmacists	Dispense drugs prescribed by physicians and other health practitioners and provide information to patients about medications and their use. May advise physicians and other health practitioners on the selection, dosage, interactions, and side effects of medications.
31-9095	Medical	Pharmacy Aides	Record drugs delivered to the pharmacy, store incoming merchandise, and inform the supervisor of stock needs. May operate cash register and accept prescriptions for filling.
29-2052	Medical	Pharmacy Technicians	Prepare medications under the direction of a pharmacist. May measure, mix, count out, label, and record amounts and dosages of medications according to prescription orders.
31-9097	Medical	Phlebotomists	Draw blood for tests, transfusions, donations, or research. May explain the procedure to patients and assist in the recovery of patients with adverse reactions.
29-1071	Medical	Physician Assistants	Provide healthcare services typically performed by a physician, under the supervision of a physician. Conduct complete physicals, provide treatment, and counsel patients. May, in some cases, prescribe medication. Must graduate from an accredited educational program for physician assistants.
19-2012	Medical	Physicists	Conduct research into the phases of physical phenomena, develop theories and laws on the basis of observation and experiments, and devise methods to apply laws and theories to industry and other fields.
31-1133	Medical	Psychiatric Aides	Assist mentally impaired or emotionally disturbed patients, working under direction of nursing and medical staff. May assist with daily living activities, lead patients in educational and recreational activities, or accompany patients to and from examinations and treatments. May restrain violent patients. Includes psychiatric orderlies.
29-1124	Medical	Radiation Therapists	Provide radiation therapy to patients as prescribed by a radiologist according to established practices and standards. Duties may include reviewing prescription and diagnosis; acting as liaison with physician and supportive care personnel; preparing equipment, such as immobilization, treatment, and protection devices; and maintaining records, reports, and files. May assist in dosimetry procedures and tumor localization.
29-1141	Medical	Registered Nurses	Assess patient health problems and needs, develop and implement nursing care plans, and maintain medical records. Administer nursing care to ill, injured, convalescent, or disabled patients. May advise patients on health maintenance and disease prevention or provide case management. Licensing or registration required. Include advance practice nurses such as: nurse practitioners, clinical nurse specialists, certified nurse midwives, and certified registered nurse anesthetists. Advanced practice nursing is practiced by RNs who have specialized formal, post-basic education and who function in highly autonomous and specialized roles.

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Occupational Code	Job Category	Job Title	Job Description, Skills, and Knowledge
29-1126	Medical	Respiratory Therapists	Assess, treat, and care for patients with breathing disorders. Assume primary responsibility for all respiratory care modalities, including the supervision of respiratory therapy technicians. Initiate and conduct therapeutic procedures; maintain patient records; and select, assemble, check, and operate equipment.
21-1018	Medical	Substance abuse, behavioral disorder, and mental health counselors	Counsel and advise individuals with alcohol, tobacco, drug, or other problems, such as gambling and eating disorders. May counsel individuals, families, or groups or engage in prevention programs.
29-1129	Medical	Therapists, All Other	<ul style="list-style-type: none"> • All therapists not listed separately.
29-1131	Medical	Veterinarians	Diagnose and treat diseases and dysfunctions of animals. May engage in a particular function, such as research and development, consultation, administration, technical writing, sale or production of commercial products, or rendering of technical services to commercial firms or other organizations. Include veterinarians who inspect livestock.
31-9096	Medical	Veterinary Assistants and Laboratory Animal Caretakers	Feed, water, and examine pets and other nonfarm animals for signs of illness, disease, or injury in laboratories and animal hospitals and clinics. Clean and disinfect cages and work areas, and sterilize laboratory and surgical equipment. May provide routine post-operative care, administer medication orally or topically, or prepare samples for laboratory examination under the supervision of veterinary or laboratory animal technologists or technicians, veterinarians, or scientists.

**Attachment E
Subcontracting**

Complete the information below on all subcontractors, as defined in Contract Exhibit A, Statement of Work, Section 2.14, that will provide services to the Respondent to meet the requirements of the resultant Contract, should the Respondent be awarded. Submission of this form does not indicate the Department's approval but provides the Department with information on proposed subcontractors for review.

Please complete a separate sheet for each subcontractor.

There will be subcontractors for this Contract YES ____ NO ____ (place a checkbox where applicable). If not, Respondents are not required to complete the remainder of this form.

Service: _____

Company Name: _____

Contact: _____

Address: _____

Telephone: _____

Fax: _____

Current Office of Supplier Diversity certification of woman-, veteran, or minority-owned small business enterprise Yes _____ No _____

W-9 verification: Yes _____ No _____

In a job description format, describe below the responsibilities and duties of the subcontractor based on the technical specifications or statement of work outlined in this solicitation.
